Approved For Release 1999/08/27: CIA-RDP78-04691A000100060009-7

TO : Acting Executive

FROM : Management Officer

SUBJECT: T/O - Fiscal Division, Administrative Staff.

1. Some months ago we completed a survey of the Fiscal Division, Administrative Staff. At that time, we recommended a reduction of two positions in the Travel Section - a messenger and a payroll clerk. Recently, we reiterated our recommendation on the Travel position, but reconsidered the payroll clerk. By your decision, the messenger and payroll clerk were not dropped.

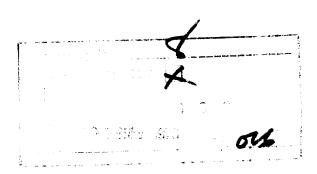
- 2. At the same time, we recommended the fiscal inspector position be abolished, as we did not feel it was a full-time job for one employee, and suggested that the position and the incumbent be considered for transfer to the Special Support Staff.
 - 3. No decision was reached in this matter.
- 4. Recently, the Classification team in surveying this office determined that the fiscal inspector's job would merit no more than a GS-II. It is our feeling that a decision should be made in the matter, and it is requested that discuss the problem with you.

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